

How do I move a student to another roster?

1. Log into an AIMSweb Manager account.
2. Click the **Manage** tab
3. Select the District and School, if applicable.
4. Click the **Teachers** link.
5. Click the **Edit Roster** link for the teacher with the wrong student.
6. Check the box next the student to be moved.
7. Click the **Move** button.
8. Choose the correct teacher.
9. Click the **Move** button.

The student will now be in the correct class roster.

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<https://pearsonassessmentsupport.com/support/index.php?View=entry&EntryID=3900>